



UNITED STATES DISTRICT COURT District of Minnesota

Richard D. Sletten, Clerk

700 Federal Building
316 North Robert Street
St. Paul, MN 55101
(651) 848-1100

202 U.S. Courthouse
300 South Fourth Street
Minneapolis, MN 55415
(612) 664-5000

417 Federal Building
515 West. First Street
Duluth, MN 55802
(218) 529-3500

CLERK'S NOTICE IN RE: PROTECTIVE ORDER

A Protective/Confidentiality Order has been entered in this action. You must comply with the guidelines set forth below when filing **confidential original** documents with the Clerk of U.S. District Court. **Failure to do so may result in documents NOT getting filed under seal.**

Guidelines for Submission of Sealed Documents:

- A. File ORIGINALS with the Clerk. Copies are for the Judge or Magistrate Judge.
- B. Each ORIGINAL document is to be **sealed** (closed, fastened, taped, or otherwise secured) in a separate envelope of comparable size no larger than 9 x 12.
LR 5.1: All pleadings, motions, and other papers presented for filing shall be on 8 1/2 x 11 inch white paper...flat and unfolded. This rule does not apply to: (1) exhibits submitted for filing; and, (2) documents filed in removed actions prior to removal from the state courts.
- C. EACH original document **MUST** be in a separate envelope, and the front of EACH envelope must include the following information:
 - Action/case number
 - Brief action/case title
 - Party, name, and complete title of document (i.e. Deft. Johnson's Motion for Dismissal).
Note: Motions, affidavits and memoranda are each considered a separate document.
 - The word "**SEALED**" or "**CONFIDENTIAL**"
- D. Copies **MUST** be together as a separate set in an envelope **addressed to the Judge or Magistrate Judge**.